The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 22, 2017, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Board Chair Mamie J. Perkins brought the regular session to order at 6:00 p.m. Board members present included Vice Chair Dennis R. Schrader, and trustees Kevin J. Doyle, Steven A. Joss, Kevin F. Schmidt, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

President Hetherington introduced Jean Svacina, vice president of academic affairs.

Missy Mattey, director of development/executive director of the Howard Community College Educational Foundation, introduced Erica Koenig, special events manager.

Jean Svacina, vice president of academic affairs, introduced Roberta Brown, assistant professor, chemistry; Rebecca Carmody, physical sciences laboratory manager; Benjamin Fan, instructional technician, audio visual services; Donald Thorpe, engineering laboratory manager; and Naomi Verratti, English Language Center grant program coordinator/instructor.

Lynn Coleman, vice president of administration and finance, introduced Hak Khong, materials handling clerk; and Nina Noel, grant accountant and compliance officer.

Tom Glaser, vice president of information technology, introduced Charles Baines, supervisor, print shop; Greg Bowers, Enterprise server engineer; and Lauren Hall, director of learning outcomes assessment.

Cindy Peterka, vice president of student services, introduced Christopher Abell, athletic and facility operations, events and sports information specialist; Susan Maloney, financial aid counselor; Clinton Neill, associate director, student life; Sulochana Patnaik, financial aid information analyst; Mirvat Said, financial aid information analyst; Karan Sharma, associate director, testing; Desiree Sterling, information specialist, transfer and articulation; and Ruth Ann Wickless, academic advisor, transfer.

II. Information Session: Program and Course Development and Review

President Hetherington congratulated Georgene Butler, dean of the health sciences division, and Susan Seibel, chair of the dental hygiene program and assistant professor of dental hygiene, on the recent accreditation of the program by the Commission on Dental Accreditation.
Jean Svacina introduced Steve Horvath, associate vice president of academic affairs, and dean of teaching and learning services, who gave an overview of the development of new programs and courses, as well as the review of existing ones that may result in discontinuing courses and programs due to a variety of factors. Georgene Butler spoke on video about the role of community involvement like the Commission on the Future (COF) and curriculum advisory committees, in identifying potential programs, certificates, and courses. She gave examples of four health sciences programs that were developed from COF recommendations. Susan Seibel spoke to considerations for the development of new courses targeted to program needs within the context of accreditation and best practices.

The work session adjourned at 6:56 p.m.

The above constitutes the official minutes of the February 22, 2017, work session of the Howard Community College Board of Trustees as approved on March 22, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 22, 2017, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Board Chair Mamie J. Perkins brought the regular session to order at 7:04 p.m. Board members present included Vice Chair Dennis R. Schrader, and trustees Kevin J. Doyle, Steven A. Joss, Kevin F. Schmidt, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of February 22, 2017, Agenda

A recommendation to approve the February 22, 2017, agenda, was moved by Vice Chair Schrader seconded by Trustee Solá-Carter, and unanimously approved.

B. President’s Report

President Hetherington thanked Chair Perkins for giving comments at the winter convocation, for attending the garage expansion opening, and the budget meeting with the County Executive. The president thanked Trustee Watson for attending the garage expansion opening. The president gave a legislative update including weekly Maryland Association of Community Colleges legislative committee meetings, various hearings and briefings including testifying on various house bills, and student advocacy day. The president reported that she met with Hector Garcia, executive director of FIRN – foreign-born information referral network. She also gave an enrollment update.

C. Board Member Comments

Trustee Doyle invited board members to support upcoming fundraising events, Silas Craft Collegians fundraiser and Vino Scholastico sponsored by the Howard Community College Educational Foundation.

Trustee Solá-Carter thanked the president for continuing to meet with DACA (deferred action for childhood arrivals) students.

Trustee Joss asked about the flat revenues in the continuing education area compared to previous years and future hiring plans based on flat enrollment expectations. President Hetherington responded to both concerns.

Trustee Watson highlighted an article in regional newspapers wherein the new education secretary commented that community colleges are the driver for economic growth. She notified the board of trustees of an endowment created by board members many years ago. She encouraged her colleagues to consider contributing to it and naming opportunities in campus buildings that also support scholarships.
Vice Chair Schrader commented that in the current financial climate, the college will survive if we continue to focus on quality in response to student needs.

D. Reports to the Board of Trustees

Vice Chair Schrader gave an update on the legislative and community relations committee meeting, reporting on the legislative update and budget development dates.

E. Board Priority Items

1. Board End: Workforce Focus / Key Performance Indicator Report

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board core end.

2. Fiscal Year 2016 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who reviewed the report and responded to questions. He thanked Karlyn Young, director of human resources, for her help in preparing the report, and the human resources staff for providing the data.

3. Fiscal Year 2017 Awards

Vice Chair Schrader reviewed the following award recipient recommendations from the legislative and community relations committee.

Trustees’ Awards: Edmund “Skip” Coale

Honorary degrees: Emily Slunt and Barb Van Winkle

Clark Medal: George L. Doetsch, Jr.

A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

4. Financial Statements

Lynn Coleman briefly reviewed the financial statements for the period ending January 31, 2017.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 25, 2017, regular session, was moved by Trustee Watson, seconded by Vice Chair Schrader, and unanimously approved.
G. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Professor Emeritus Recommendations

A recommendation to approve the consent items was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

H. Discussion Items

1. Retreat Agenda

Topics suggested include cultural proficiency, mental health, and emerging educational fields. The board decided that the purpose of the retreat is to have fuller dialogue, teambuilding, and in-depth discussions.

2. Board Bylaws Revisions

Vice Chair Schrader gave an overview of the legislative and community relations committee’s review and revision of the board bylaws. This item will be brought to the board as a consent item at the board’s March 22, 2017, meeting.

3. Board Policies Revisions

Vice Chair Schrader gave an overview of the legislative and community relations committee’s review and revision of the board policies. This item will be brought to the board as a consent item at the board’s March 22, 2017, meeting.

4. Board Ground Rules Revision

Trustee Watson gave an overview of the legislative and community relations committee’s review and revision of the board ground rules. Ground rule #9 will be edited to reflect the following, “Email among a quorum of the board must be limited to administrative and informational items and not policy discussions in order to remain in compliance with the Open Meetings Act.”

I. Information Items

1. Board Calendar

Linda Emmerich highlighted upcoming calendar items, noting the March 8 County Executive budget hearing; March 13 Silas Craft Collegians fundraiser at Hunan Manor; March 14 audit and finance committee meeting; and the board meeting on March 22, 2017. Ms. Emmerich noted that a place holder for a special budget meeting has been made for Monday, April 17, 2017.

This item was for information only and required no board action.
2. Agreements Signed by the Board Chair Disclosure

There were no items for the board chair to approve during this time period.

3. Personnel Summary

This item is for information only and required no board action.

Adjournment

A recommendation to adjourn the regular session was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

The regular session was adjourned at 8:43 p.m.

The above constitutes the official minutes of the February 22, 2017, regular meeting of the Howard Community College Board of Trustees as approved on March 22, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer